REQUEST FOR PROPOSAL
FUNDRAISING CONSULTANT SERVICES
Readiness Study for Potential Capital Campaign

Star Island Corporation plans to engage in a study to assess the organization's capacity and readiness for a campaign or campaigns to raise funds for capital needs and other organizational priorities. The Board of Directors and staff seeks a professional organization or individual with a proven record of success in study design and implementation.

ORGANIZATIONAL BACKGROUND

Star Island Corporation (SIC) is a 501c3 non-profit organization that owns and manages a conference center and historical properties on Star Island, one of the nine islands that make up the Isles of Shoals, ten miles off the coast of New Hampshire. For over 100 years, Star Island has operated this seasonal conference and retreat center, now hosting over 60 conferences each year. Over 4,000 constituents attend conferences, and the island welcomes an additional 12,000 as day visitors annually.

SIC's mission is to hold and maintain Star Island and such other property as the Corporation may hold or acquire, as a center for religious, education, and kindred purposes consistent with the principles of the Unitarian Universalist Association and the United Church of Christ. Its vision is to create on Star Island an environment that frees all who come to renew spiritually, explore matters of consequence, and gain knowledge about the world as it might ideally be. As an historic site located in a remote marine setting, Star Island is challenged to maintain its facilities while prioritizing high standards of hospitality and ecological stewardship. SIC has historically relied on and received annual operating support along with strategic capital project support from private foundations and individuals. The Corporation's last capital campaign was completed in 2012.

PURPOSE AND SCOPE

SIC requests submissions from consultants interested in designing and implementing a campaign readiness study. Elements to be addressed within the Request for Proposal for an overall assessment of campaign readiness would include:

- Analysis of SIC's donor base, data, and funding history
- Analysis of volunteer structure

- Analysis of development operational functionality

SCHEDULE

The proposed schedule is as follows:

Submissions Accepted Until: 9/14
Interviews: 9/17 - 28
Consultant Selection by: 10/5
Study Begins by: 11/1
Preliminary recommendations by: 12/21
Written report by: 1/15

REQUEST FOR PROPOSAL

Respondents should limit the proposal to 3 pages (not including resume). Please provide separately terms and cost for services.

Please include the following elements in your proposal:

- ☐ Organizational information including areas of expertise and contact information.
- ☐ Description of project deliverables including a preliminary work plan, time frame and key personnel. Provide any vendor relationships you are proposing as part of this proposal.
- ☐ Familiarity with Star Island's constituency and/or other organizations with similar constituencies. Examples are welcome, as are supporting materials used and produced for previously studies/assessments.
- ☐ Describe several recent projects executed that demonstrate experience relevant to the proposal.
- ☐ Personnel: Provide professional resumes for key personnel and their responsibilities in proposed study.
- ☐ Budget: Please submit a budget with a description of scope of services and itemized costs.
- ☐ References: Please include clients for whom you have performed similar work in the past five years. For each client and/or project, provide the name, address, and a contact name of the client's representative who can be contacted regarding your performance. Include the name of the lead firm in cases where you worked in partnership or in an auxiliary capacity.

CONSULTANT SELECTION

Proposals will be reviewed by the SIC staff, Board and/or Committee Members, and other volunteers. Interviews may be conducted via phone or in person.

RFP RESPONSES

Submissions must be received by September 14, 2018 and directed to

Star Island Corporation
attn. Peter Squires, Director of Development
30 Middle Street
Portsmouth, NH 03801

Please state "Proposal for Readiness Study" on the outside of the response package or in the e-mail subject line. Submissions or questions can be addressed to Peter Squires at psquires@starisland.org. Electronic submissions are encouraged.